

LINDA LINGLE
GOVERNOR OF HAWAII



RUSS K. SAITO
COMPTROLLER

KATHLEEN THOMASON
DEPUTY DIRECTOR

**STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD**

March 10, 2006
10:00 a.m.

Department of Accounting and General Services
Comptroller's Conference Room 410
Kalanimoku Building
1151 Punchbowl Street
Honolulu, Hawaii 96813

AGENDA

- I. Call to order
- II. Review of Minutes for February 10 and February 21, 2006 Board Meetings.
- III. Committee Updates by Chairs.
 - a. Finance Committee
 - b. Technical Committee
 - c. Policies and Objectives Committee
 - d. Administration Committee
- IV. PSAP Status Updates
 - a. Kauai
 - b. Oahu
 - c. Molokai
 - d. Maui
 - e. Hawaii
- V. Executive Director's Monthly Report
- VI. Discussion Items.
 - a. Akimeka's proposed annual operational plan
 - b. Discussion on the PSAP's getting together on a monthly basis, during the implementation phase, to discuss issues/problems
 - c. Disbursement Policy from the Special Fund
 - d. Program Management of PSAPs for Phase 2 deployment

- e. Location of future Board meetings
- f. WE911 website input from Board

VII. Announcements

VIII. Next meeting date and location

IX. Adjournment

State of Hawaii
Wireless Enhanced 911 Board

SUBJECT: Minutes of March 10, 2006 Meeting

Members in Attendance: Roy Irei, Gordon Bruce, Richie Nakashima, Paul Ferreira, John Cole, Joel Matsunaga, Pete Jaeger, Russ Saito, and Jeff Yamane (attachment 1). Richie Nakashima was assigned the proxy for Milton Matsuoka, and Paul Ferreira was assigned the proxy for Dexter Takashima (attachments 2 & 3).

Staff in Attendance: Philip Kahue (Executive Director), Bill Doolittle (Technical Consultant), and Kerry Yoneshige (Department of Accounting and General Services).

Guests in Attendance: Philip Camero (HPD Crisis Negotiation Team).

1. The chair called the meeting to order at 10:10 a.m.
2. The minutes of the February 10, 2006 & February 21, 2006 meetings were approved.
3. Committee Updates by Chairs
 - a. Finance Committee Report.
 - i. Financial files are at the offices of Akimeka LLC.
 - ii. Audit report will be in writing when completed.
 - iii. Bank Account Management: Signature Authority for Bank Funds (up to \$10K, ED can sign; above \$10K, ED and one Board member (Chair, Vice Chair, or Finance Committee Chair) can sign disbursement check. If ED is not available, then another board member with signature authority can sign. A change was made to include language that all expenditures will follow procurement laws of the State of Hawaii. Motion to accept with changes made by Russ Saito, seconded by Gordon Bruce, and carried unanimously (attachment 4).
 - b. Technical Committee Report (attachment 5).
 - i. Grant Consultant (Intrado – Ben Goodloe) will be at Maui PSAP, March 20-25, and at Oahu PSAP the following week.
 - ii. No carrier updates from Sprint or Verizon. Nextel is done. T-Mobile is working with Hawaiian Telcom; about 2 months from being ready. Cingular is having trouble with the call routing; Intrado is drafting a letter for extension. Intrado will assist the next available carrier, as per their contract; Richie believes Verizon is next carrier ready. Molokai is a separate Primary PSAP and will require its own deployment.

- iii. Technical requirements for Project Management for all PSAPs will be discussed by Technical Committee this month.
- iv. GIS Mapping – initial conversation with Ken Schmidt and ESRI ArcGIS software to acquire for PSAPs. A recommendation will be brought before the Board. Monies from the Grant Fund will be used to purchase the software.
- v. Russ Saito recommended that the Board will direct the PSAPs to submit a complete schedule of when they will send letters to the Wireless Carriers for deployment of Phase I and II wireless e9-1-1, and Akimeka will track it for the Board. Motion was made by Pete Jaeger, it was seconded by Russ Saito, and carried unanimously.
- c. Policies and Objectives Committee Report
 - i. Policy on Disbursement of Special Fund was discussed (attachment 6). Recommended changes were to remove language addressing an expenditure plan; include language that all reimbursements will be subject to audit; move the Travel Reimbursement Check Request language from paragraph 2 to the last section. Motion to accept with changes made by Pete Jaeger, seconded by John Cole, and carried unanimously.
 - ii. Nextel has submitted a request for reimbursement, but Roy has not received it yet.
 - iii. Maui PSAP received a bill from Hawaiian Telcom for non-recurring and monthly recurring costs for \$104K due March 29th. Current statute language specifies reimbursement, which means Maui PSAP must pay the bill first, before it can receive money from the Wireless E9-1-1 Fund. There is language going through the Legislative Committees seeking a change so that PSAPs and Wireless Carriers can seek recovery of funds (before they have to pay a bill). This will be an issue for some counties where their budgets are administered quarterly, and a bill comes due just before the end of a quarter, when the PSAP may not have funds to pay out of its own account.
 - iv. There is an expectation that the Board will require PSAPs and Wireless Carriers to submit Expenditure Plans on an annual or semi-annual basis, outlining their non-recurring and recurring costs. A policy will be generated on how often these Expenditure Plans, along with what will be required in the plans, will need to be submitted. In the mean time, PSAPs and Wireless Carriers can submit requests for reimbursement until the Policy is approved.
- d. Administration Committee Report – Nothing to Report.

4. PSAP Status Updates.

- a. Kauai – Nothing to Report.
- b. Oahu

- i. Inter-Governmental Agreement between the City and State is being finalized, and will be submitted to the City Council this month. This will allow the PSAPs to request and receive funds from the Fund for travel.
 - ii. Clement Chang has been designated as Project Manager for Oahu PSAPs, and Gordon would like to bring him to the Board meetings. He will visit with Intrado on Maui when they are there.
- c. Molokai – Nothing to Report.
- d. Maui – Ben Goodloe (Intrado) will be on Maui March 22-25.
- e. Hawaii
 - i. Awaiting GIS mapping software, funded by Grant Fund. Pete Jaeger stated that Ken Schmidt will be contacting each PSAP for their GIS mapping upgrade needs. The Intrado report did not reflect upgrades needed for hardware or phone lines, which the PSAP will be requesting reimbursement.
 - ii. MSAG will also need upgrading of information.

5. Executive Director's Report – Nothing to Report

6. Discussion Items

- a. Akimeka's proposed operational plan (attachment 7). Recommended changes include: adding an "Action Completed" column; adding an Item number column to track actions easier; and amending the Program Management section (first section) to reflect Program Management of all PSAPs rather than just Hawaii and Kauai.
- b. PSAP Representatives meeting on a regular basis. Recommendation was made for a Board-sponsored meeting, involving Intrado, Hawaiian Telcom, and PSAP technical representatives to address all wireless e9-1-1 issues. Either Akimeka or a new Program Manager will take the lead on establishing this meeting. Potentially looking at an April meeting date.
- c. Disbursement Policy from the Special Fund. This issue was brought up and discussed under the Policy & Objectives Committee Report (para 3ci).
- d. Program Management of PSAPs for Phase 2 deployment. Akimeka has a new hire coming on board March 16th, who has the qualifications to serve as the Program Manager for the PSAPs. Akimeka will draft a Sources Sought Notice (SSN) for Program Management of the PSAPs for due diligence. Akimeka will also draft a notice of expected cost for Program Management of the PSAPs, for Board consideration. The Board will then determine the best course of action after responses from the SSN and Akimeka's proposal.
- e. Location of future Board meetings. Board agrees that next meeting will be held at the Pan Am Building, 1600 Kapiolani Blvd, Room 1016, as a change of venue. ED will publish directions and parking instructions to Board members.
- f. WE911 website input from the Board. Akimeka will continue to take input from the Board until Friday, March 17, 2006, after which time it will

begin developing the website. Once the draft website is ready for Board viewing, Akimeka will publish a URL to the development server. After Board approval, the website will go live on the production server.

7. Announcements.

- a. Milton Matsuoka will be gone the next 3 months; Richie has been assigned his proxy.
- b. The Commerce, Consumer Protection and Housing Committee will consider the nominations of Roy Irei, Jeff Yamane, and Pete Jaeger on Tuesday, March 14, 2006, at 9:00 a.m.

8. The next meeting will be held on Thursday, April 13, 2006.

9. The meeting was adjourned at 12:44 p.m.

 Approved/Disapproved
Roy K. Irei
Chair

**Wireless Enhanced 911
Board Meeting
March 10, 2006 – 10:00 a.m.
Department of Accounting and General Services
Comptroller's Conference Room 410
1151 Punchbowl Street, Honolulu, HI 96813**

Name	Agency	Phone
1. JOEL MATSUNAGA	Hawaiian Telcom	S
2. Roy Inai	T-Mobile	:
3. GORDON BRUCE	C&C DIT	:
4. Russ K. Saito	State DAGS	
5. John Cole	Consumer Advocate	
6. Paul Ferreira	HEPD	
7. BILL DOWDLE	SI/INSURANCE	:
8. JEFF YAMANE	Cingular	
9. Richie Nakashima	Maui Police	
10. Kerry Oprea	DAGS	
11. Peto Tagger	NatTel	
12. Phil Conno	HPD/CID	
13. Philip Kahue	Akinetka Technologies	
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Philip Kahue

From: Milton M. Matsuoka [Milton.Matsuoka@hawaii.gov]
Sent: Wednesday, March 08, 2006 8:03 AM
To: roy.irei@hawaii.gov, Philip Kahue
Cc: Richie M. Nakashima
Subject: Wireless E-911 board meeting

Aloha Roy and Phillip,

I am no longer able to attend this Friday's meeting. An assignment has come up that I need to attend to.

I'm giving my proxy to Richie Nakashima for this meeting as well as the meetings for April, May and June. I will be on the mainland for those last three months.

Milton

3/8/2006

Attach 2

Philip Kahue

From: Dexter Takashima [dtakashima@hawaii.gov]
Sent: Friday, March 10, 2006 9:07 AM
To: Irei, Roy; Philip Kahue; Bruce, Gordon; Joel Matsunaga; jcole@hawaii.gov; Jaeger, Pete; hcpd1822@hawaii.gov; milton matsuoka; richien@hawaii.gov; jeff.yamane@hawaii.gov; russ.k.saito@hawaii.gov
Cc: kerry.k.yoneshige@hawaii.gov; Bill.Doolittle@hawaii.gov
Subject: RE: WE911 Board Meeting, March 10

Due to the inclement weather conditions on Kauai this morning, I will not be able to attend today's meeting. Respectfully, I assign my proxy to Paul Ferreira.

From: Irei, Roy [mailto:Roy.Irei@hawaii.gov]
Sent: Friday, March 10, 2006 7:57 AM
To: Philip Kahue; Bruce, Gordon; Joel Matsunaga; jcole@hawaii.gov; Jaeger, Pete; hcpd1822@hawaii.gov; milton matsuoka; richien@hawaii.gov; Dexter Takashima; jeff.yamane@hawaii.gov; russ.k.saito@hawaii.gov
Cc: kerry.k.yoneshige@hawaii.gov; Bill.Doolittle@hawaii.gov
Subject: RE: WE911 Board Meeting, March 10

I received a call from Detective Camaro of HPD missing person unit and would like to attend today's meeting along with an individual from the Fire Dept Rescue Unit.
I'll introduce them when we get to the announcement portion of the agenda.

Kerry, do we have two extra seats available as they will be sitting in to listen to our meeting?

Thanks,

Roy Irei
General Manager
Hawaii Engineering and Operations
Tel: 808-593-0600
Mobile: 808-256-0037
Fax: 808-596-2660

From: Philip Kahue [mailto:pkahue@akimekatech.com]
Sent: Monday, March 06, 2006 1:32 PM
To: Irei, Roy; Bruce, Gordon; Joel Matsunaga; jcole@hawaii.gov; Jaeger, Pete; hcpd1822@hawaii.gov; milton matsuoka; richien@hawaii.gov; Dexter Takashima; jeff.yamane@hawaii.gov; russ.k.saito@hawaii.gov
Cc: kerry.k.yoneshige@hawaii.gov; Bill.Doolittle@hawaii.gov
Subject: WE911 Board Meeting, March 10

Roy et al,

We have a quorum for the meeting. Please find attached a copy of the agenda and minutes of the Feb 10, and Feb 21 Board meetings. If you wish to see any of the attachments for either minutes, I can forward them to you.

Philip Kahue, CHE
Akimeka Technologies, LLC
1600 Kapiolani Blvd, Suite 530

3/15/2006

Attach 3

DRAFT
Wireless Enhanced 911 Board
Bank Account Management

Signature Authority for Bank Funds: The Board shall authorize the signature authority for both Funds.

The current signing authority is as follows:

1. For general administrative reimbursements (supplies, travel requests, etc.) of less than \$10,000, the Executive Director may be the single necessary signing authority. In the event of a conflict of interest or the absence of the Executive Director, any board member with signing authority may sign in the Executive Director's place.
2. For all other transactions particularly, PSAP and Wireless Carrier reimbursements, two signatures are required; one from the Executive Director, and one from either the Chairperson of the Board, Vice Chair of the Board, or the Chair of the Finance Committee. In the event of a conflict of interest or the absence of the Executive Director, any board member with signing authority may sign in the Executive Director's place.
3. Under no circumstance shall the payee and the authorized signing authority be the same person.

Akimeka shall maintain continual business contact with the FHB account manager to assure that the proper level of service is maintained. In addition, it will also be Akimeka's responsibility to assure the Board that the proper amount of collateral securities is maintained.

Bank Reconciliation of the Cash Receipts and Disbursements of the Wireless Enhanced 911 Funds:

1. The reconciliation of the Cash receipts and disbursements on the bank statement shall be performed at the end of each calendar month.
2. A copy of the bank reconciliation shall be sent to the board chairperson of the Finance Committee within 5 days after the end of the prior calendar month.

Procedures for "Non Sufficient Funds":

1. "Non Sufficient Funds" deposit checks from wireless service providers shall be immediately investigated with the service provider before redepositing the NSF check back into the bank account. A copy of the NSF check and documentation of the conversation with the service provider shall be recorded in the service provider's file. If there are any future NSF checks from the same service provider, only certified checks, money orders, or wire transfer will be acceptable for deposit.
2. If there is a NSF disbursement check or other irregularity with the bank account, the matter shall be immediately communicated to the chairperson of the board Finance committee along with an explanation as to its cause. No further disbursements shall take place without the approval of the chairperson of the board Finance committee.

Other Safeguards:

1. Undeposited checks, Cancelled checks and bank statements shall be stored in a secure area.
2. Periodic reconciliations of the bank receipts and disbursements shall be performed during the calendar month.
3. The check receipts function shall be segregated from the cash disbursements function.
4. Voided and cancelled checks shall be controlled and safeguarded.
5. All checks are to be issued in sequence and any deviation must be accounted for.
6. Any material changes in the opening fund balances as reflected in either the bank statements or the monthly financial report, must be reported to the Chair of the Finance Committee before any further disbursements are made.

File Maintenance:

1. Each wireless service provider shall have its own file which shall contain:

- a. The original of the Surcharge Collection/Submittal Return Form, copies of checks received, and any other associated documentation.
 - b. The originals of the Check Request Form, copies of issued checks, and any other procurement documentation.
2. The reconciled bank statements shall be filed in its own file drawer in chronological order.
3. The copies of the signed Check Request Forms shall also be filed together sequentially starting from 0001.

Finance Committee Oversight:

The following items shall be available to the Finance Committee Chair to facilitate Funds oversight:

1. Monthly bank reconciliation.
2. Assurance that any disbursement will require signed authorization (Check Request) from an authorized board member.
3. Finance chair may request cash receipts/cash disbursement information from Akimeka at anytime.
4. Finance Chair has the capability to inquire directly into the activities of the bank account at any time.

Hawaii Enhanced 911 Board Meeting
Technical Committee Report- Pete Jaeger Chairman

March 10, 2006

1. Grant consultant – Intrado update.
 - a. Intrado Phase II proposal update on Maui and Honolulu County.
2. Carrier updates on Maui (911 deployment):
 - a. Sprint, Verizon, T Mobile, and Cingular, Nextel.
3. Technical requirements for services for a Project manager for outer island PSAPs to be studied and published by Technical committee.
4. GIS mapping- Ken Schmidt and ESRI ArcGIS software

Respectably submitted by Pete Jaeger

WIRELESS ENHANCED 911 BOARD

POLICY ON DISBURSEMENT OF SPECIAL FUND

In order to meet its obligations under chapter 138, HRS, the Board is responsible for the administration of the Wireless Enhanced 911 Fund, into which is deposited the monthly surcharge imposed on each commercial mobile radio service connection collected by wireless providers and resellers, and from which is distributed recoverable costs to eligible public safety answering points and wireless providers for their permissible costs. Board members reimbursable costs for official duties which may include travel and per diem are also authorized from this fund.

In order to disburse funds for expenditure by an entity other than the board or board member, the board adopts the following policy:

1. **Request for disbursement of special funds:** Any entity desiring disbursement of special funds to cover eligible costs of deployment and implementation of wireless enhanced 911 services pursuant to chapter 138, HRS, must make a request to the board in writing. Expense reimbursements for wireless providers and PSAPs shall be authorized through the formal approval process of the Board. All disbursements will be subject to audit.
2. **Approval and disbursement of special funds:** The board shall consider and reject or approve all requests for disbursement of special funds. Disbursement will be made under signature authority of the board's chair or his/her designated representative, and funds will be disbursed by the Executive Director on behalf of the board.
 - a. An authorized disbursement shall consist of the completion of a Check Request Form (Attachment 1) along with documentation for the expenditure. The documentation for the expenditure may include:
 - i. The approved services contract and most current invoice for services.
 - ii. The approved equipment purchase contract and most current invoice for the equipment purchase.
 - iii. Approval signature of an authorized Board member.
3. **Accounting for disbursed special funds:** Any entity receiving a disbursement of special funds from the board shall submit a report to the board detailing its activities and expenditures of the funds for costs eligible under chapter 138, HRS, within 90 days of the disbursement. Documentation of all expenditures must accompany the report. If the purpose of the requested disbursement of special funds is not completed within 90 days, an interim report shall be submitted at that time to the board which includes a description of the activities and expenditures to date, and an estimate of the date of completion. A final report will be required when the purpose of the requested disbursement is completed.

In order to disburse special funds for expenditure by board members for official duties, to include travel and per diem, the board adopts the following policy:

1. **Request for disbursement of special funds:** Any board member may seek disbursement of special funds to cover eligible costs incident to official board duties pursuant to chapter 138, HRS.
2. **Approval and disbursement of special funds:** The board's chair has the authority to approve a request for disbursement of special funds and disburse such funds on behalf of the board, provided that every approval and disbursement is reported to the board at its next meeting.
3. **Accounting for disbursed special funds:** Board member(s) receiving a disbursement of special funds shall submit a report to the Executive Director outlining their expenditure plan. Recovery amounts for travel and per diem costs will be made in accordance with Title 10, Chapter 3, of Hawaii Administrative Rules (Attachment 2).

[Effective: _____, 2006]

ATTACHMENT 1

Wireless Enhanced 911 Fund

CHECK REQUEST FORM No.

0001

Date: 1-Jan-06

Amount: \$0.00

Payee (Name and Mailing Address):

Purpose of Disbursement:

Board Authorization: _____

Name (print or type): _____

Requester: _____

ATTACHMENT 2

Hawaii Wireless Enhanced 911 Board Travel Reimbursement Check Request

A. Reimbursement Information:

Name:
Title
Organization:
Phone No.
Fax No.
Email ID:

B Purpose of Travel:

C. Travel Itinerary:

Date:	From:	To:
Date:	From:	To:
Date:	From:	To:

		Amount
D. Airfare:		\$ -
E Ground Transportation:		\$ -
Rental Car Company		\$ -
Taxi/Other:		\$ -
F. Parking		\$ -
G. Lodging (name of hotel/accommodations):		\$ -
H. Meals (attached details separately)		\$ -
I. Per Diem (if applicable)		\$ -
J. Other	Describe:	\$ -
K. Other	Describe:	\$ -
L. Total Expenses:		\$ -

L. Certification: "I certify that the above request for reimbursement of expenses from the Hawaii Wireless Enhanced 911 Board is accurate and true to the best of my knowledge."

Signature: _____

Date: _____

Board Approval: _____

**WIRELESS ENHANCED 911 BOARD
COMMITTEE CHAIR INPUT
FOR AKIMEKA ANNUAL OPERATIONAL PLAN**

Item #	ISSUE	DESCRIPTION	SUSPENSE	COMPLETED ACTION
1	Program Management for all PSAPs (Admin Cmte)	A Program Manager is needed for all PSAPs to assist in their Phase I & II deployment.	AG response – 2/24/06 Draft Mod/SOW – 3/3/06 Board Vote on Mod – 3/10/06 RFP – 3/10/06 Eval – 3/31/06 Award – 4/4/06 Project Completed – 11/4/06	2/24/06 2/27/06
2	Disbursement Policy for Special Fund (Policy & Objectives Cmte)	A policy is required for procedures to disburse funds from the Special Fund for PSAP and Wireless Carrier cost recovery.	Draft for Cmte Chair– 3/3/06 Board Vote – 3/10/06	3/3/06 3/10/06
3	Official Announcement that Akimeka has assumed duty as ED for Board (Admin Cmte)	Prepare letters of correspondence to PSAPs and Wireless Carriers notifying them that Akimeka has officially assumed the duty of Executive Director for the WE-911 Board.	Drafts to Cmte Chair – 2/17/06 Drafts to Board Chair – 2/17/06 Approved & Signed – 3/17/06	2/17/06 2/17/06

Attach 7

4	PSAP and Wireless Carrier Cost Recovery Projections (Admin Cmte)	Prepare letters of correspondence to PSAPs and Wireless Carriers requesting cost recovery projections from the fund.	Drafts to Cmte Chair – 3/17/06 Drafts to Board Chair – 3/17/06 Approved & Signed - 4/13/06	3/11/06
5	Cost Recovery Guidelines (Technical Cmte) & (Policy & Objectives Cmte)	Guidelines are needed for what PSAPs and Wireless Carriers may seek in recovery. Research required for what is deemed appropriate within current statute language.	Draft for Cmte Chair- 3/17/06 Draft to Board Chair – 3/17/06 Board Vote – 4/14/06	3/14/06
6	WE-911 website development (Admin Cmte)	Develop website content and required updates as directed by Board.	DAGS Guidance – 2/24/06 Board Input – 3/17/06 Development Site Avail for Board review 4/13/06 Website Live – 4/20/06	2/24/06
7	Board Strategic Plan (Admin Cmte)	Develop a Strategic Plan for the Board		

8	Notice to Media, ED for WE-911 Board (Admin Cmte)	Notice to Media that Team Akimeka (Akimeka, Akimeka Tech, 911Insight) is ED for the WE-911 Board	Draft to Cmte Chair– Board Vote –	
9	Fund Transition Audit (Finance Cmte)	Coordinate an audit of all past operations of the WE-911 Fund to establish a baseline.	Contract Award – 3/10/06 Audit Completion – 3/17/06 Results dependent on Audit Firm	
10	Board Management Reports (Admin Cmte)	Develop a list of management reports which the board will require from Akimeka as part of the information necessary to fulfill Board obligations	Completed	
11	Accounting System Assessment & Plan (Finance Cmte)	Develop a plan for presentation to the Finance Committee and the Board for approval to implement an accounting system for the Board. Among things to be included in the plan are: types of accounts to be kept; ledgers and other records to be kept; software utilized, etc.	Draft to Fin Cmte Chair – 2/17/06 Aproved – 3/1/06 Board Vote – 3/10/06	2/17/06 3/1/06 3/10/06

12	Financial Practices and Procedures (Finance Cmte)	Procedures for handling cash receipts, check disbursements, deposits, expense disbursements for board members, expense reimbursements for PSAPs, and expense reimbursements for wireless carriers, annual audits of fund, PSAPs, & wireless carriers Approval levels for contracts, expenses, & reimbursements Budget development and tracking	Draft to Fin Cmte Chair – 2/17/06 Approved – 2/27/06 Board Vote – 3/10/06	2/17/06 2/27/06 3/10/06
13	Cash Receipts (Finance Cmte)	Transition cash receipts tasks to Akimeka such as: log in receipts, record in receipts ledger, record to individual carrier's ledger, verify amount, make timely deposit	Assume duties after Transition Audit Procedures as noted above performed continuously	
14	Check Disbursements (Finance Cmte)	Transition check disbursement tasks to Akimeka such as: verify amount to pay, cut check, prepare transmittal letter, record disbursement in ledger, maintain disbursement files.	Assume duties after Transition Audit. Procedures as noted above performed continuously	
15	Bank Account Management (Finance Cmte)	Perform bank reconciliation; maintain regular contact with FHB account manager; develop plan for expanding services for account; monitor and ensure proper levels of	Assume duties after Transition Audit. Procedures as noted above performed continuously	

		bonds for accounts; perform all deposits on a timely basis consistent with standard business practices		
16	PSAP Deployment Reporting (Tech Cmte)	Develop reporting mechanism from Project Managers to update the Board. Status of such actions as: % completion according to deployment milestone list; PM help needed; Technical advice needed		
17	Board Deliverable Matrix (Admin Cmte)	Establish a matrix showing of all required finance, and administrative reporting requirements for the WE-911 Board to other agencies. Title of report, who will be preparing it, when draft of report will be prepared for submittal to Cmte Chair, when due to outside agency.	Draft presented to Board on 2/10/06. Input requested. Board vote on 3/10/06.	2/10/06
18	Data Storage and filing (Tech Cmte)	Develop plan for storage of all paper and electronic data for WE-911 Board. Storage of all reports, files, notices, correspondence, etc.		